

Statement of Work

I. Title: Support for Responding to Public Comments on the PM NAAQS Proposed Rule

Contractor Name: ICF

Contract #: EP-W-12-010

Period of Performance: July 10, 2012 – December 31, 2012

WA #: 0-03

II. Work Assignment Manager (WAM):

WAM: Beth Hassett-Sipple

U.S. Environmental Protection Agency

Office of Air Quality Planning and Standards

Health and Environmental Impacts Division (C504-06)

Research Triangle Park, NC 27711

Telephone: (919) 541-4605

Alt. WAM: Dr. Stephen Graham

U.S. Environmental Protection Agency

Office of Air Quality Planning and Standards

Health and Environmental Impacts Division (C539-07)

Research Triangle Park, NC 27711

Telephone: (919) 541-4344

III. Background:

Sections 108 and 109 of the Clean Air Act require periodic review of the science upon which the national ambient air quality standards (NAAQS) are based and the standards themselves. The EPA is currently reviewing the NAAQS for particulate matter (PM) and there is a court-ordered schedule for this review. Under this schedule, the EPA issued a notice of proposed rulemaking on June 14, 2012 (published in the *Federal Register* on June 29, 2012, 77 FR 38890).

Furthermore, consistent with the court-ordered schedule, the EPA intends to issue a final rule by December 14, 2012.

The EPA anticipates receiving numerous public comments on the proposed decisions. Based on public response during the previous review of the PM NAAQS completed in 2006, we anticipate receiving more than 100,000 public comments on the proposed rule. Public comments will be accepted until August 31, 2012.

The overall objective of this work assignment (WA) is to screen the public comments as they are submitted to the docket and to identify and categorize the significant, substantive comments.

IV. Description and Tasks:

The WAM is authorized to provide technical direction in accordance with the contract. The Contractor shall perform the following tasks:

Task #1: Work Plan

The Contractor shall develop and submit a work plan in accordance with the contract. The Contractor shall include in the work plan its suggested approach on the most logical form in which to categorize the significant, substantive public comments as requested in the task below. The Contractor shall hold conference calls with the WAM on at least a biweekly basis after approval of the work plan to plan and review progress of this WA.

Task #2: Categorization and Summarization of Significant, Substantive Public Comments

The Contractor shall check the docket daily for newly submitted comments related to the PM NAAQS proposed rule. The Contractor shall tally the number of comments by stakeholder group (e.g., state/local agency; tribes; industry; environmental group; medical and public health organization).

The Contractor shall also categorize significant, substantive comments. An outline of specific topic areas to be used for organizing public comments will be provided to the Contractor by the WAM within 15 days of the effective date of this WA. The categorization of comments shall include: 1) docket number; 2) name of commenter; 3) affiliation; 4) stakeholder group; 5) topic area(s); and 6) easy access to the comment letter and any associated attachments. The WAM will provide the Contractor with criteria for prioritizing the comment letters for categorization.

V. Deliverables:

The Contractor shall adhere to the following schedule:

Task	Deliverable	Delivery Schedule
1	Work Plan	In accordance with the contract
2	Categorization of all significant, substantive comments	on or before September 14, 2012
3	Tally of all public comments received by stakeholder group	on or before September 21, 2012
4	Maintain EPA access to significant, substantive public comments and categorization	until December 31, 2012

VII. Reporting Requirements:

The Contractor shall provide monthly progress reports in accordance with the terms of the contract. The Contractor shall submit work products in electronic as well as hard copy form. In addition, the Contractor shall deliver to the WAM each draft and final report in electronic format that is readable by windows-based word-processing (Microsoft Word 2007), graphics (Microsoft PowerPoint 2007), spreadsheet (Excel 2007), and database (Access 2007) programs. The Contractor shall also provide electronic copies of reports in PDF format.